

TITLE: Administrative Analyst

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DEPARTMENT: VariousREPORTS TO: Department Director or Division ManagerSUPERVISES: None; May Serve as Lead on Project BasisDEFINITION:

Performs administrative support to departmental and/or divisional programs including program coordination and administration, budget recommendations, public relations, promotions and community outreach.

DISTINGUISHING CHARACTERISTICS

The Administrative Analyst classification is distinguished from the Management Analyst classification by performing less complex financial, budgetary and project management assignments. This classification is required to work independently with little supervisory direction, exercise independent judgment, perform technical program analysis, and solve complex and technical problems. The duties of the Administrative Analyst are typically focused on a specific program area.

The Administrative Analyst is distinguished from the Program Technician classification by performing more complex financial, budgetary and project management assignments. The Administrative Analyst has a higher level of responsibility in the sense that it is responsible for coordination of a program requiring development, designing elements of the program to meet objectives, promotion, measurement, etc. of the activities of the program vs. the Program Technician's responsibility for supporting a technical program and ensuring that established procedures, rules, etc. are met.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Coordinates departmental and/or divisional programs.

- Responsible for development, measurement and success of program; Recommends changes to ensure efficiency and effectiveness of operation.
- Provides recommendation to manager for program budget; Assembles data and assists in presentation of budget; Tracks, reports on and monitors budget throughout the year.
- Participates in the development of management plan, procedures, rules and measurement goals for program.
- Maintains information resources such as manual and/or electronic filing systems and databases.
- Serves as lead over program staff and/or volunteers.

Provides technical support to departmental and/or divisional programs.

- Researches, develops and analyzes a variety of technical and management reports including quarterly and annual reports, staff reports and Council memos and agenda items.
- Collects, analyzes and reports on data regarding the operation/compliance of program; Makes recommendations based on findings.
- Performs contract management on a recurring or project basis; Prepares RFPs and scope of work.
- Monitors federal, state, and local laws and legislation for compliance and to determine impact upon assigned activities; Recommends changes in procedures to ensure compliance with laws and regulations.
- Completes and submits grant applications; Manages grant contracts awarded.

Serves as program representative with other departments, agencies and community.

- Represents department/division head at meetings.
- Serves as program contact with community groups, citizens, staff, other agencies, news media, etc.
- Responds to public inquiries and/or complaints regarding program and provides technical assistance.

Participates in promotion of program.

- Develops and produces educational/promotional materials.
- Drafts press releases and articles for publication.
- Coordinates special community events.
- Makes presentations to Council, Citizen Advisory Committees, schools and community groups about program.
- Participates in local, regional and national committees, councils and other industry groups.
- Translates technical information for dissemination to general public.

Provides administrative support to department/division.

- Participates in the development, implementation and enforcement of departmental/divisional policies, procedures, rules and regulations, work plans and measurement goals.
- Participates in and/or leads special projects.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment but may also require travel to meetings.

QUALIFICATIONS:

Knowledge of:

- Governmental operational practices and procedures.
- Programs, policies and regulations applicable to assigned duties.
- Research methods and procedures.
- Governmental budget procedures.

Ability to:

- Develop and maintain successful programs.
- Perform professional-level work independently.
- Conduct analyses and research and prepare detailed reports.
- Prepare assigned portions of the budget.
- Maintain specialized records and prepare narrative and related reports.
- Interpret and apply department/program information in making work decisions or in providing information to others.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with other employees, representatives of governmental and community agencies and the public.
- Physical ability to perform the essential functions of the job.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Bachelors degree in Public or Business Administration or field related to area of specialty and three years progressively responsible professional, experience in area directly related to program, including development and implementation of programs, promotion/public relations, project management, presentations, technical research and report writing.

Licenses, Certificates, and Other Requirements

A valid driver's license.

May require specialized certification depending on job assignment.